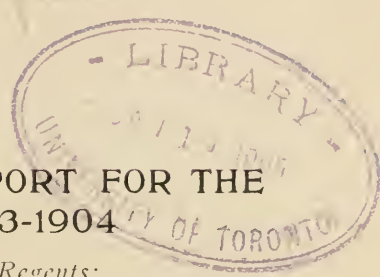


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University of Toronto Library
General Library

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LIBRARIAN'S REPORT FOR THE YEAR 1903-1904

To the Honorable the Board of Regents:

GENTLEMEN:—I have the honor to submit to you my twenty-seventh annual report as librarian of the University.

There were in all of the libraries June 30, 1904, 182,680 volumes, 4,000 pamphlets, and 2,250 maps.*

Of these, 144,584 volumes, 3,600 pamphlets and 2,250 maps were in the General Library; 21,480 volumes were in the Law Library; 13,139 volumes and 310 pamphlets were in the Medical Library; 1,475 volumes were in the Dental Library; and 2,002 volumes and 90 pamphlets were in the Library of the Homœopathic College.

The total additions for the year were 8,095 volumes and 700 pamphlets.

There were added to the:—

General Library	5,637 vols. and 600 pamphlets
Law Library	1,310 vols.
Medical Library	618 vols. and 80 pamphlets
Dental Library	292 vols.
Homœopathic Library	238 vols. and 20 pamphlets
	<hr/>
	8,095 700

The number of periodicals regularly received was 1,110. These were distributed as follows:

The General Library received.....	810
The Law Library received.....	20
The Medical Library received.....	227
The Dental Library received.....	16
The Homœopathic Library received.....	37

1,110

The appropriation made by you for the purchase of books for the year, including subscriptions to periodicals.

*This is the number of volumes after a reduction has been made for duplicates disposed of, and for volumes worn out and retired. The number of maps given is the number accessioned and not the whole number possessed. The remaining ones will be accessioned shortly and will appear in next year's report.

cost of transportation, and the maintenance of the bindery, was \$15,000. This sum you divided among the several libraries as follows:

General Library	\$10,000
Law Library	2,475
Medical Library	2,025
Dental Library	250
Homeopathic Library	250
	<hr/>
	\$15,000

THE GENERAL LIBRARY.

ADDITIONS.—Of the 5,637 volumes and 600 pamphlets added to this library 3,589 volumes were purchased, 1,263 volumes and 600 pamphlets were presented, and 785 volumes were the result of binding periodicals.

EXPENDITURES.—The bills certified to by me, exclusive of those incurred for the bindery, and for transportation, and those drawn on the income of the endowment funds and the contingent fund, amounted to \$8,498.59. Of this sum \$6,764.42 was for books and periodical publications issued irregularly, and the balance, \$1,734.17, was for annual subscriptions to periodicals for the year 1904.

For miscellaneous expenses for the year you assigned to this library the sum of \$520.

The expenditures from this sum were as follows:

For day attendants in the two cloak rooms.....	\$331 50
For evening attendants in the two cloak rooms.....	111 17
For sundries, as catalogue cards, stationery, postage, readers' slips, etc.*	96 49
	<hr/>
	\$539 16

The expenditures from the income of the endowment funds were as follows:

Expended of the income of the Ford-Messer Fund.....	\$1,507 70
Expended of the income of the Cowl Fund.....	992 16

As I have said in former reports the income of the small Goethe Fund is not expended, but is added to the principal, and will continue to be so added until the sum of \$300 is reached.

*This sum is used for the miscellaneous expenses of the Medical, Dental, and Homeopathic libraries as well as for those of the General Library.

According to the Treasurer's books the condition of the three above funds July 1, 1904, was as follows:

Ford-Messer Fund (\$20,000) with unexpended interest added	\$22,550 02
Coyl Fund (\$10,000) with unexpended interest added...	12,525 97
Goethe Fund	219 59

"There have been, and still are, in the hands of the Treasurer certain sums of money given by friends of the University for the purchase of books and other material for the library. I have not reported these sums as *funds*, inasmuch as they have been, or are to be, expended entirely. It has seemed better to report the purchases made with the money as gifts from those supplying it."—(From Report of 1902-'03.)

THE SHAKESPEARE AND GOETHE COLLECTIONS.—The additions to the Shakespeare Library were for the year, 178 volumes. A portion of Mr. McMillan's gift referred to in my last report has been applied to a subscription to the facsimile reprints of the four first folio editions of Shakespeare that have been undertaken by Messrs. Methuen & Co. of London. Up to this time no reprints of the second, third and fourth folios have been made. The collection now numbers 5,441 volumes.

The additions to the Goethe Library were 18 volumes. The cost of these was borne by the regular appropriation for German literature.

There are 1,055 volumes in the collection at the present time.

IMPORTANT ADDITIONS—The additions that may be called important were not many during the year. Of the more valuable sets of books ordered, only about a half can be credited to the year's accessions. Of those that were received the following may be mentioned.

Bought with income of the Ford-Messer Fund:

1. Bibliotheque de l'Ecole des Chartes, vols. 1-63 (1839-1902) \$174 60

Bought with the income of the Coyl Fund:

1. Zeitschrift der Savigny Stiftung für Rechtsgeschichte, 48 vols. \$123 75
2. Folk-Lore Society Publications (English), vols. 1-47... 121 75
3. Brown's History of the New York Stage, 3 vols. 27 84
4. Transactions of the Manchester Literary Club, 28 vols... 20 00

Bought on General Account:

1. Works of Daniel Webster, New Edition. 18 vols.....	\$90 00
2. Kirkman's Science of Railway Economics, 12 vols.....	24 00
3. Preussischer Jahrbucher, 1882-1902 (completing our set)	50 00

GIFTS.—A larger proportion than usual of our gifts have been from societies, associations of various kinds, and corporations. Their reports have been solicited for use in the courses in Commerce and Insurance. For some years certain cities have sent us their documents, which have been found useful for the work in Municipal Government. We have found it desirable to add other cities to the list and so to increase the number of documents received. There is also a slow but steady increase in the number of documents received from the national government and the state governments.

It seems to me that there is a difference between these gratuities to which I have made reference, and the gift of an individual from his own possessions, or something acquired by him for the purpose, and who is moved to perform the act by personal interest or affection. This distinction is not easily made, however.

Following is an enumeration of a few of the more important gifts.

From the Institution of Civil Engineers (London) we received volumes 152 and 153 of their Minutes of Proceedings.

Mr. Horton C. Ryan presented 34 volumes and 10 pamphlets of a miscellaneous character.

A farther gift from the Duke of Loubat was:

Codex Vaticanus, No. 3773. An old pictorial manuscript in the Vatican Library. Elucidated by Dr. Eduard Seler and published at the expense of the Duke of Loubat.

From Professor A. C. McLaughlin were received 82 volumes, 68 pamphlets, 453 numbers of various periodicals, and 78 miscellaneous pieces.

The following volumes came from the Minister of Public Instruction and Fine Arts of France:

1. Correspondance des Directeurs de l'Academie de France a Rome, Tome 15, 1764-1774.
2. Collection de Documents inédits sur l'histoire de France. Recueil des actes du Comité de Salut avec la correspondance officielle. Tome 15.

Mrs. John Crosby Brown of Orange, N. J., gave a copy of The Crosby Brown Collection of Musical Instruments of All Nations; Catalogue of Keyboard Instruments.

This was published under the auspices of the Metropolitan Museum of Art.

Mr. W. K. Bixby of St. Louis gave a copy of Private Journals of Aaron Burr, 1808-1812, 2 vols. Before this edition by Mr. Bixby only a small portion of this journal had been printed. The edition is limited to 250 copies for presentation. The spelling and contractions of the MS. are copied. The printing is admirably done. Portraits of Burr and his daughter Theodosia are given.

Rev. A. C. Grier of the class of '86 presented 4 volumes, two volumes of which were the Edinburg 1817 edition of Hazlitt's Round Table.

Mr. William Vienneot of the National Library of France has continued to send the catalogues of that great library as fast as published. Volumes 14, 15, and 16 were received during the year.

Through the kindness of Hon. J. W. Foster we were early put in possession of a copy of the Alaska Boundary Tribunal, 3 volumes of text and 2 Atlases.

From Professor Alexander Ziwet we received a copy of *Geschichte des Spanischen Protestantismus und der Inquisition in sechzehnten Jahrhundert*. Von Ernst Schäfer. 3 vols.

From the National Sound Money League we received a copy of The Contest for Sound Money (History of Coinage and Currency in the U. S.) By A. Barton Hepburn.

Vol. 17 of the Great Trigonometrical Survey of India was received from the Surveyor General of India.

Mrs. M. C. Jordan of Andover, Mass., from whom we have received a generous quantity of anti-vivisection literature in the past, contributed a copy of "The Immortality of Animals," by E. D. Buckner.

Professor Gardner S. Williams, '89, then of Cornell University, gave a set of the Congressional Debates, vols. 1-14, 1824-25-1837. This set of books was already in the library, but a second set was needed and was very welcome.

There were the usual gifts, numerous in many instances, from President Angell, Professors Demmon, Hempl, Dr. Herdman and other members of the faculty.

USE OF THE LIBRARY.—The statistics which follow were drawn from the report of Mr. Finney, the assistant in charge of circulation.

Recorded circulation in Reading Room and Seminary	
Rooms	178,330 vols.
Drawn for home use by Professors.....	11,299 vols.
Total	189,629 vols.

This is an increase of nearly 13 per cent. over last year's circulation. In this connection it is proper to state that this *recorded* use is only about one-half the whole use of the Library.

The inter-library loans were 112 volumes and 126 photographs. We borrowed from other libraries 98 volumes. The daily average of readers in the reading room "during the busy part of the year," was 180. Admissions to the stack were more numerous than ever before.

During the year 330 students were admitted to the Seminary Rooms, as follows: 80 to the East Room, for the study of History, Political Economy, Pedagogy, Philosophy and Mathematics, and 250 to the West Room for the study of Language, Literature, and Art.

THE CONDITION OF THE LIBRARY.—I have called attention in former reports to the difficulty encountered by us in our efforts to preserve the classification of our books. Shelf room has for some time been exhausted. The use of temporary shelving has afforded some relief but the main difficulty will continue until there is an enlargement of the building. As regards the condition of the individual books the presence of a bindery in the basement enables us to keep them in a fairly good condition for use. Where so many have access to the book-stack misplacements on the shelves cannot be avoided. In the Christmas holidays, the April recess, and in June, there were examinations of the shelves for misplacements. That made in June was the most thorough and showed 1,878 books out of place.

The number of books reported lost by Mr. Finney was 40. Of the 44 volumes reported lost last year 10 volumes have been found. Ten (10) volumes which were worn out by the constant use made of them, were retired. The number of mutilations of books discovered was 12. All of our efforts to detect the culprits were unsuccessful.

It could not be otherwise than that where so many persons are concerned, and temptations are not wanting, there should be violations of the library rules. During the year three persons were temporarily suspended from the use of the library for taking away books, and one, for gross misconduct in the Reading Room was expelled from the University by action of the Engineering Faculty.

In referring last year to the condition of the outside, or departmental, libraries I had occasion to say that unless there was some improvement in the care of certain ones of these some action should be taken that would be more drastic than any that had been taken thus far.

Mr. Severance, in making his annual examination this year, found the beginning of such an improvement, and there is reason to expect that this improvement will continue until something like adequate care of the books is taken.

THE ADMINISTRATION OF THE LIBRARY.—For two years past it has been apparent to me that the state of my health was such as to make it desirable, both in the interest of the library and on my own account, that I should resign the office of librarian. Information of my wish to do so at the end of the college year was communicated to you in the month of April. The result of this was the following action taken by you at your April meeting.

“Regent White moved, that Theodore W. Koch be appointed Assistant Librarian for one year with a salary of \$2,000, and that Librarian Davis be requested to remain as Librarian for the next college year, and thereafter he continue to deliver his course of lectures on Bibliography under the title of Emeritus Librarian with a salary of \$1,600.”

This motion carried by a unanimous vote of the Board.

While it was my preference to relinquish the position at the end of the year I am glad to conform to your wishes and will serve you to the best of my ability the additional year.

Mr. Koch comes to us from the Library of Congress where his work was upon the Catalogue. I look upon his accession to the force at this time as a most fortunate circumstance for the library. In the year 1900 the Library of Congress decided to place copies of its printed card cata-

logues in various parts of the country for the use of scholars. No charge was to be made for the cards. The single condition attached to the gift was that the cards should be properly arranged in cases and made accessible to the public. On learning of this purpose of the Library of Congress I made immediate inquiry in regard to the matter and was informed that the number of copies to be thus placed was twenty-five, and that all of them had been already assigned. As none had been located anywhere in Michigan and none nearer than Chicago, it was impossible not to feel some disappointment. Mr. Koch, whose work in the Library of Congress made him intimately acquainted with the preparation and distribution of these cards, ascertained that a set of them still remained to be located, and through efforts on his part it was assigned to the University Library. The number of cards already in print was 135,000 and for the accommodation of these Mr. Koch recommended the purchase of six "sixty-tray" Library Bureau cases which he had ascertained could be secured for \$600. The purchase of these was authorized by you at your May meeting.

To understand the full value of this acquisition by the Library it is necessary to consider in what manner both general literary work and scientific research are carried on at the present time. Acquaintance with any subject is made mainly through its literature. If this literature is fully represented in the library in which he is working—which is a condition not at all common—the scholar has no pressing need to concern himself with what is elsewhere. When this is not the case he needs access to the catalogues of other collections which do contain it. Having learned where this necessary literature is he may go to it, or, if the books can be loaned, borrow them, or, if transcripts from them will answer his purpose, have these made. If the want is a purely bibliographical one—the description of a book—the catalogue itself suffices for that.

There are two libraries in the old world, one of which, the National Library of France, may be described as the largest library in existence, the other the Library of the British Museum, may be described as the most useful. We have, as far as published, the catalogue of authors of the first, and the catalogue of the second to 1882, and what is

known as Fortesque's Index to subsequent additions. These catalogues have been found of very great use, despite the fact that catalogues of this kind, printed volumes, must lack recent publications. The catalogue of the Library of Congress, which we have acquired, is not only the catalogue of a great library, the greatest on this continent, but it is a printed *card catalogue* and is kept up to date as an entity. It has nothing to do with supplements. It cannot but prove of the greatest value in the work of the University. We have catalogues of other libraries than those named which are very helpful, but reference to them is not necessary. Those I have named fully illustrate my point.

It had become necessary to make an extensive revision of our catalogue, and a matter that had remained undecided for several years was whether we should substitute for our manuscript and typewritten cards the printed cards of the Library of Congress, which that library offered to supply to other libraries at a very liberal rate. I corresponded with a number of libraries on the subject with the result that we were no nearer a decision than before. I found that there was satisfaction in some cases and dissatisfaction in others, where arrangements had been made to secure the cards. The superior legibility of the printed cards was everywhere admitted, but on this point we did not need evidence.

Mr. Koch's experience in the preparation and distribution of the cards at the Library of Congress has convinced him that it will be greatly to our advantage to adopt them. You have shown your confidence in his judgment by an appropriation which enables him to begin the work.

The farther progress that has been made in this direction falls into the report of the year 1904-'05.

THE LIBRARY FORCE FOR 1904-'05.—The office force for the coming year will be Mr. T. W. Koch, Assistant Librarian; Mr. F. P. Jordan, Chief Cataloguer; Mr. B. A. Finney, Assistant in Charge of Circulation, and Mr. H. O. Severance, General Assistant. Other assistants are Miss Esther Braley, Miss Grace Lane, Miss Franc Pattison, Miss Mabel Perry, and Miss Amanda Belser.

Mr. C. R. Cobb will have charge of the East Seminary Room and Mr. G. L. Wait of the West Room.

Those serving as desk attendants will be as follows:

At the Return Desk—H. E. Olson, J. H. McCandless, H. K. Stone and E. W. Waldron. At the Delivery Desk—L. M. Marshall, L. D. Welch, I. W. Long, L. E. Davidson, E. P. Martin, L. W. Elder, F. C. Van der Veen.

THE NEEDS OF THE LIBRARY.—The pressing needs of the Library can be briefly told. They are, more money for books, and more room for the accommodation of books, and those who use them.

In my last report I called attention to the many new courses of instruction that had been established within a short period. Those giving the instruction in these courses are clamorous for books. Some of these gentlemen whose subjects appealed to business interests, have sought help and found it outside of the University. Others have sought it and not found it, and are without their books.

Your appropriation of \$15,000 that was adequate ten years ago is adequate no longer. Of the need of more room for storing and using books you are hearing from others as well as myself. It is a grave need.

DUPLICATES FOR CLASS USE.—These were reported for the first time last year. Up to that time the books had been purchased with money contributed by the classes needing the books. Two years ago you appropriated for the first time a sum of money to be used in making additions to this collection. It now numbers 1,583 volumes, as follows: American History 406 volumes, Ancient and English History 81 volumes, European History (Continental) 783 volumes, Economics 195 volumes, Rhetoric 108 volumes, Miscellaneous 10 volumes. These books are separately accessioned and catalogued and do not appear in the total of volumes in the libraries.

THE OTHER LIBRARIES.

THE MEDICAL LIBRARY.—The additions to the Medical Library were 618 volumes and 80 pamphlets. Of these 112 volumes were purchased, 273 volumes and 80 pamphlets was presented or received through exchanges, and 233 volumes were the result of binding periodicals.

The total of bills certified to by me for this library was \$1,949.09. Of this sum \$926.96 was for books and irregu-

lar periodical publications, and \$1,022.13 was for subscriptions to periodicals for 1904.

Of the appropriation of \$1,000 made from the Bates Professorship Fund in June, 1901, for books and periodicals, there remained unexpended \$29.10. Of this \$22.63 fell due and was paid.*

THE LAW LIBRARY.—The following information in regard to the Law Library is derived from the report of Professor V. H. Lane, Law Librarian. After stating that the number of volumes accessioned is 21,480, he continues:

"In addition there are about a thousand volumes consisting of State and United States documents which are as yet unaccessioned. There has been added since the close of the year, before the opening of the present college term, however, shelving for about 2,500 volumes, sufficient to take care of the additions to the library for two years or thereabouts, after which time it would seem to be necessary to make some substantial additions for shelving books.

The Board of Regents, before the beginning of the last school year, directed the collection from each student entering our department of a library fee of \$2.00, to be used in purchasing books for the library aside from the additions of current books which are purchased to keep the library up-to-date. The increase in the number of volumes purchased the past year over the number purchased in prior years was due to this new fund. For the same reason we shall be able to make some substantial additions to the library the coming year, negotiations for which are already under way.

For the coming year there will be no change of the working force in the library save that Mr. Reuben Hunt and Mr. Thomas V. William, have been employed as assistants instead of Mr. Clarence W. Boord who took this work the last year. The employment of these is for the same number of hours as was given by Mr. Boord while in the service of the library.

There has been presented by the class of 1904 a portrait in oil of Professor Horace L. Wilgus which has been hung on the walls of the library."

*Of the \$1,949.09 noted above as the regular expenditure of the Medical Library for books and periodicals, \$81.10 was contributed from the appropriations of the Dental Library.

THE DENTAL LIBRARY.—The additions to this Library were 292 volumes, all of which were purchased, except 7 volumes which were presented. No dental periodicals were bound. Of the 292 volumes added 283 were from the Dental Library of the late Dr. Taft, Dean of the Dental School. The most important transaction which I have to report in this connection is the purchase of this collection. Mr. Severance, who was deputed to take charge of it, reports upon it as follows:

“The library consisted of 455 volumes, which was largely periodical literature devoted to the dental profession. We entered 283 volumes, some of which were duplicates of volumes already in the library, but desirable to preserve. There were 155 volumes of duplicates which were not accessioned but placed in the duplicate room in the Dental Building. Seventeen (17) volumes were of a general nature and were sent to the General Library.”

The purchase, which included some instruments also, was for \$600, which was an especial appropriation made for the purpose. Some of the sets of journals are very rare and their acquisition by this library has given great satisfaction to the Dental faculty.

The bills certified to by me for this library amounted to \$161.00. Of this sum \$81.10 was paid for medical literature as already stated.

THE HOMŒOPATHIC LIBRARY.—The additions to this library were 238 volumes and 20 pamphlets. Of these 221 volumes were bought, and 17 volumes and 20 pamphlets were presented. No periodicals were bound. The total of bills certified to by me was \$225.46. Of this sum \$223.46 were for books and \$2.00 for the one periodical for which payment is made.

The chief gift to this library was from Mrs. Dr. Hartley, who presented 7 volumes.

THE BINDERY.

The entire cost of operating the bindery for the year was \$2,429.87.

The expenditure for labor was.....	\$2,060 92
The expenditure for materials was.....	368 95
	<hr/>
	\$2,429 87

The following tables show the nature and extent of the work done, the cost of it at ruling prices for binding, and the distribution of it by departments:

Statement of Binding—July, 1903 to June, 1904.

SUMMARY	NO. OF PIECES	COST AT RUL- ING PRICES	COST PER VOL
Bound and rebound, leather.....	1,306	\$1,459 95	1 12½
Bound and rebound, cloth	2,202	1,133 34	55
Repaired, resewed, etc.....	760	124 45	
Maps backed.....	15	3 75	
Labels and book plates	704	2 85	
Special work for Printing Plant...		155 40	
Special work, Chemical Laboratory		1 25	
Waste gold recovered.....		2,880 99	
		16 92	
		\$2,897 91	

Distribution by Departments.

GENERAL LIBRARY	NO. OF PIECES	ESTIMATED EXPENSES	PER CENT OF EX- PENSES	SHARE OF ACTUAL COST	COST TO BE CHARGED TO DEPARTM'TS
Bound, rebound—leather	957	\$1,071 55			
Bound, rebound—cloth..	2,046	1,030 64			
Repairs.....	661	89 45			
Maps.....	15	3 75			
Labels	704	2 85			
Waste gold		16 92			
Total.....	4,383	\$2,215 16	76.5	\$1,859 22	\$1,399 85
LAW LIBRARY					
Bound, rebound—leather	89	97 65			
Bound, rebound—cloth..	7	6 95			
Repairs	96	34 00			
Total.....	192	138 60	04.8	116 25	87 84
MEDICAL LIBRARY					
Bound, rebound—leather	231	254 75			
Bound, rebound—cloth..	105	74 55			
Repairs	3	1 00			
Total.....	339	330 30	11.5	279 00	210 43

Distribution by Departments.—Continued.

GENERAL LIBRARY	NO. OF PIECES	ESTIMATED EXPENSES	PER CENT OF EX- PENSES	SHARE OF ACTUAL COST	COST TO BE CHARGED TO DEPARTM'TS
HOMOEOPATHIC LIBRARY					
Bound, rebound—leather	8	9 25			
Bound, rebound—cloth..	11	3 50			
Total.....	19	12 75	00.5	12 00	9 15
DENTAL LIBRARY					
Bound, rebound—leather	1	1 20			
Bound, rebound—cloth..	2	2 00			
Total.....	3	3 20	00.1	2 40	1 83
SPECIAL					
Bound, rebound—leather	20	25 55			
Bound, rebound—cloth..	31	15 70			
Printing plant.....		155 40			
Chemical laboratory.....		1 25			
Total.....	51	197 90	06.6	161 00	120 77
Grand Total.....			100.0	2,429 87	1,829 87

It will be seen by reference to the first table that the cost of the work at ruling prices for binding was \$2,897.91. Comparing this sum with the cost of labor and materials for the year, which was \$2,429.87, there appears a balance of \$468.04 in favor of the bindery. Since the pay of Mr. Hollands, superintendent of the bindery and press (\$1,200) is drawn from the General Expense Fund and no longer from the book fund of the libraries, one-half is charged to the bindery and one-half to the press in the accounting. In adjusting the amounts that the several libraries should pay, \$600 is deducted from the total cost of the bindery as not forming a part of the indebtedness to the book fund.

In the second table is shown the percentage of expense to be borne by the several libraries, the actual indebtedness

of each for work done, and in the last column the amounts chargeable to each library to reimburse the book fund.

These amounts are:

General Library	\$1,399 85
Medical Library	210 43
Law Library	87 84
Homoeopathic Library	9 15
Dental Library	1 83
Special	120 77

Total	\$1,829 87
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Following is a list of the persons employed in the bindery during the year, exclusive of Mr. Hollands, and the compensation received by each one. The pay of these, as already intimated, is charged to the book appropriation:

George Dengler	\$700 per year
George Roth.....	To Jan., 1904, \$20.00 per month; after, \$24.00
Lydia Schleyer	\$28.00 per month

These constituted the regular force. Others received temporary employment at prices varying according to the value of the service rendered.

The one addition to the equipment was a cutting machine costing \$182. There was a special appropriation of \$200 made by you for this.

THE PRINTING PLANT.

Following is the report made by Mr. Hollands on the work of the Printing Press for the year:

Mr. R. C. Davis, Librarian—The work done in the Printing Plant for the year ending June 30, 1904, was as follows:

Amount charged to the several budgets.....	\$2,292 95
Amount of bills certified by you.....	1,349 10

Balance	\$943 85
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The items, in most cases, have been charged at 60 per cent of list, but in some cases of special work the time has been kept.

During the year eight students have been employed an average of twelve (12) hours per week each, and the compensation has materially aided them in paying expenses.

Four of these were from the law department, three from the literary and one from the engineering. For the coming year the applications for positions include three law, three literary and two engineering students. In addition to this, one, and possibly two, students, might be employed during the summer months.

It has been found necessary to run the press evenings as the work is steadily increasing. If the increase continues at the same rate another year more room will have to be provided.

Respectfully,

W. C. HOLLANDS.

It has been impossible for me, without neglect of my duties in the library, to acquaint myself fully with the numerous details of the work of the Printing Press. It was understood in the beginning that all bills for materials and labor, except the salary of Mr. Hollands, who is on the pay roll, should pass through my hands. This, so far as my knowledge extends, has been the case, and it is to the account of expenditures kept by me that Mr. Hollands refers in his report.

I cannot resist the impression that improvement in the conduct of the business of the Press is possible and desirable—I might say necessary. What we are doing is hardly more than experimentation. This experimentation shows, I think,

1. That there should be a determination in regard to what is to be printed, and, also, a determination as to what fund, or funds, of the University should be drawn upon to meet the cost of materials and labor, or, more specifically the various jobs of printing.

2. A determination of what the *style* of the Press is to be. Something has been done in this direction in the selection of paper and type, but the matter has not yet passed beyond debate.

3. More recognition of the responsibilities and capabilities of Mr. Hollands and the difficulties that he encounters in his somewhat undefined status.

Very respectfully submitted,

RAYMOND C. DAVIS,

Librarian.

October 13, 1904.

